

GUIDELINE NO: 5.3**Drinking Water Operator/Water Quality Analyst Certification**
Revised August, 2010**GUIDELINE TITLE: OBTAINING EXPERIENCE FOR CONTRACTORS****PURPOSE**

To identify the means for which a contractor (an employee which does not work on a full time basis for a municipality) is able to acquire operational experience to meet the requirements in order to obtain a drinking water or wastewater certificate/licence.

CONTEXT

One of the primary requirements for obtaining a drinking water certificate or wastewater licence is experience. In the case of an application for the issuance of a class I – IV certificate/licence the experience submitted would be gained in a municipal residential subsystem corresponding to the certificate/licence for which the applicant is applying. The higher the level of certificate, the more experience is required. In order to process the application, the application should be signed off by a person in a position of authority who can authenticate the experience. In most cases this is the operator's supervisor. The purpose of this guideline is to outline the procedures for a contract employee who is wishing to have their experience authenticated for the purposes of having a certificate/licence upgrade issued.

MINISTRY POLICY

An individual who has performed operational duties as a contractor for a municipal residential subsystem falls under the same standard requirements for the specific certificate/licence for which the operator is applying. For detailed information on operational duties, see Guideline 3.4 “Experience as an Operator” which can be found on the Drinking Water Ontario website. This guideline outlines the type of experience which would be considered “operational” for the purposes of securing or upgrading a certificate/licence. If an operator working as a contractor would like to submit experience gained while working on a municipal subsystem, they can submit the following information in conjunction with their upgrade application:

- A letter from the municipality(s)/operating authority indicating that the firm for whom she/he is employed was hired by the municipality. The Program Administrator will need to know the duration of the contract, and type of operational duties that were performed under the contract. If the contracted operator gained Operator in Charge (OIC) experience, this should also be included in this letter;
- A letter from the contract operator's supervisor indicating that the operator was contracted out to the specified municipality(s)/operating authority, including the number of hours on the job and the duties performed under that contract. This information can also be populated directly into the Upgrade Certificate/Licence Application Form (1854/1855)

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under the experience section. This form can be found on the Drinking Water Ontario website at

http://www.ontario.ca/ONT/portal51/drinkingwater/Combo?docId=STEL01_046861&brea_dcrumbLevel=1&lang=en&comboTarget. Over-time hours cannot be used to upgrade a certificate/licence.

In order to maintain the integrity of the experience being accepted by the Program, the Certification Program Administrator will contact a supervisor from the upgrade application to confirm that the municipality's records correspond with those of the operator.

For the purposes of this guideline, the Ministry considers 1,800 hours of experience equal to full time employment, unless the system for which the operator is employed is a small system which only requires a limited amount of hours to be fully operational. For example, if an operator is employed in a small system which only requires 4 hours of work a day to remain fully operational, the Ministry will see this as full time experience. This exception is limited to systems requiring only one operator, who needs to be available on a full time basis.

An operator working full time in various subsystems and/or facilities will be credited one year for each system or facility they have worked within during that year. For example, if an operator is contracted for one year in a water treatment subsystem and wastewater treatment facility that operator will receive one year of experience for each system. This would mean that in any given day that operator would be working at both systems, and is responsible for both systems every day during that contract. If a contractor specifically signs a contract to work one month in a sewage plant, and the next month in a water treatment plant they will only be granted one month of experience for each category. The operator must be responsible for both systems at the same time in order to receive simultaneous credit for both categories.

A person employed as a part time operator will be credited the percentage of full-time employment they worked as an operator.

A person serving as an on-call operator will only be credited experience for the time they actually perform operating functions. No experience will be credited for time spent 'standing by'.